



Peace Corps/Sierra Leone
Freetown, Sierra Leone
Phone: +232 (0)78-367-654

VACANCY ANNOUNCEMENT

POSITION: LANGUAGE AND CROSS-CULTURAL COORDINATOR (LCC)

CLOSING DATE: October 29, 2010

LOCATION: Freetown, Sierra Leone

Under the general supervision of the Programming & Training Officer and Training Manager, the LCC provides for the overall planning, implementation, management, and evaluation of all language and cross-cultural learning by Peace Corps Trainees (PCTs) and Volunteers (PCVs). The functions include integrating language learning into pre-service and in-service training programs; overseeing the development of language learning methods and materials; recruiting, hiring, training and managing Language and Cross-Cultural Facilitators (LCFs); managing the PCV language tutoring program; and reporting on language learning events. Similarly, cross-cultural sessions are developed for all training events. The LCC works with the programming, training, administrative, safety and medical staff members to ensure the consideration of language and culture into all aspects of Peace Corps programming and training. During training events, the LCC oversees a team of Sierra Leonean Language and Cross-Cultural Facilitators (LCFs). The LCC will provide ongoing support and feedback to PCTs/PCVs, LCFs, and tutors. Posting outside of Freetown for extended periods of time is required.

A. Qualifications – Required, unless noted otherwise (**please address how you meet these qualifications in your cover letter and/or CV**):

1) Education:

- ✓ Minimum of Bachelor's Degree in adult training, linguistics, education, or related development field.
- ✓ Preferred Master's Degree in adult training, linguistics, or related development field.

2) Prior Work Experience:

- ✓ 5 years or more of progressively responsible experience in relevant field, including practical experience as an adult educator, training coordinator, and/or community outreach or development specialist.
- ✓ 5 years of experience in the design and delivery of language learning activities that gain and hold learners' interest and provide for solid language acquisition
- ✓ 2 years experience in managing a team
- ✓ Experience in the development and evaluation of language learning materials
- ✓ Experience with participatory and adult learner teaching techniques
- ✓ Experience with or exposure to American organizations and/or culture.
- ✓ Preferred experience as a Peace Corps Language and Cross-Cultural Instructor/Facilitator
- ✓ Preferred experience in the monitoring and evaluation of training programs

3) Languages:

- ✓ Ability to speak and write in English at a professional level
- ✓ Ability to speak and write Krio and at least one other Sierra Leonean Language

4) Job Knowledge:

- ✓ Expert knowledge in the areas of adult education/learning and training, including participatory and communicative teaching techniques
- ✓ Knowledge of Sierra Leone history, culture, languages, and social norms within different communities

- ✓ Knowledge of the Peace Corps mission and goals and the role of the Peace Corps Volunteer
- ✓ Preferred knowledge of Sierra Leonean laws and regulations

5) Skills and Abilities:

- ✓ Advanced computer skills (Microsoft Office Applications) including ability to use indigenous characters
- ✓ Ability to design and deliver language learning activities including formal and non-formal instructional classes, simulation activities, and out-of-classroom language tasks
- ✓ Ability to teach/explain linguistic principles and concepts, grammar, and syntactical structures
- ✓ Ability to monitor a learner's progress and provide constructive feedback
- ✓ Ability to provide support in the areas of safety and cultural integration to adult American Volunteers
- ✓ Strong interpersonal skills to work effectively on a culturally diverse team
- ✓ Demonstrated leadership, conflict negotiation skills, and coaching ability in order to lead a team
- ✓ Ability to provide appropriate and timely counseling and feedback to adults, both Americans and Sierra Leoneans
- ✓ Analytical and problem solving skills, flexibility, and creativity to work in a multiple task environment
- ✓ Ability to prepare precise, accurate and timely report
- ✓ Proven presentation and training skills for adults
- ✓ Able and willing to live and work at the training center, outside of Freetown, for four (4) consecutive months out of every year and for occasional one to two weeks training events (normally 2-3 each year).
- ✓ Able and willing to work in the evenings and on weekends

Application Deadline: October 29, 2010

To apply:

Required Documentation for Application

1. Cover Letter addressing candidate's qualifications for the position.
2. A resume or curriculum vitae.
3. The names and contact information for 3 references who can attest to work experience and interpersonal skills.

Please note:

- ✓ Only individuals selected for an interview will be contacted
- ✓ Interviewees must provide documentation of diplomas, certificates, etc. at the interview
- ✓ All experience, skills, qualifications, and references will be verified
- ✓ Employment is contingent on a security background check

Submit applications to the U.S. Peace Corps at 34 Old Railway Line, Signal Hill, Freetown or send application by email to pcjob@sl.peacecorps.gov no later than October 29, 2010